

Planning For ALCOHOL USE at Your Special Event

Contact the
Office of Special Events
at (619) 685-1331
to coordinate a preliminary
discussion about your
special event.



Each year nonprofit organizations in the City of San Diego sponsor hundreds of special events. These events range in scope from small block parties and major festivals to runs and athletic events of national and international stature. Generally these events serve as fundraisers, promotional opportunities and community celebrations and many of the events include the sale or use of alcoholic beverages. As an event organizer, you are responsible for ensuring that your event is not only fun, but also safe for all those who attend and for the community the event serves.

The following information is designed to assist you in the permitting process should you decide to sell alcohol at your event. We encourage you to plan for a safe and successful event and believe that the appropriate permitting and planning is part of that process.



WHEN DO I NEED A PERMIT TO SELL ALCOHOL AT AN EVENT?

If you are planning to sell alcoholic beverages at your special event you will need to apply for and receive licensing from the State of California Department of Alcoholic Beverage Control (ABC). The State ABC provides Special Daily Licenses to nonprofit community organizations who plan to sell or serve beer or wine at special events. Commercial enterprises and caterers are subject to different permit requirements and should consult the State ABC.

You should apply for your State ABC license after you have submitted your Special Event Permit Application to the City of San Diego. The City of San Diego Police Department and State ABC representatives will jointly review your event plans and alcohol management strategy before your organization receives permitting from the City of San Diego and State of California ABC.

SPECIAL DAILY LICENSE

If your nonprofit community organization is planning to sell or serve beer or wine at an event, you *must* obtain a **Special Daily License** from the California Department of Alcoholic Beverage Control (ABC). This license authorizes the temporary sale or serving of beer or wine for consumption on the premises indicated on the license. Sale for consumption off the premises is strictly prohibited. A separate fee is charged for each license.

Your local distributor cannot sell you beer or wine unless you can show proof of issuance of a **Special Daily License** from the ABC. You must provide the distributor with a copy of the actual license which shows the license number, date of issuance, location of event, etc.

LICENSED BEVERAGE DELIVERY

After receiving a Special Daily License, you may take delivery of beer or wine up to *three (3) days* prior to the day of your event. Beer or wine cannot be delivered after 8:00 p.m. Monday - Saturday. Sunday deliveries are strictly prohibited by law.



HOURS OF LICENSED BEVERAGE SERVICE

Alcoholic beverages cannot be served between 2:00 a.m. – 6:00 a.m.

ADDITIONAL STATE PERMITS

As the holder of a Special Daily License, you are required to obtain a **Seller's Permit** from the Board of Equalization (BOE) only if you are planning to **sell** beer or wine at your event. Violators may be subject to a penalty of up to 50% of the tax due. There is no application fee for a Seller's Permit.

In order to buy beer or wine from a distributor for resale, you must provide the distributor with a properly executed **Resale Certificate** which is also available from the State Board of Equalization.

Visit our web site at www.ci.san-diego.ca.us/specialevents/

This information is available in alternative formats upon request.

SE-7 9/00  Printed on recycled paper.

REQUIRED SIGNAGE

As a seller of alcoholic beverages you are required by Proposition 65 to display the following warning sign at point(s) of sale and service. Signs can be obtained from your local beer distributor.

WARNING:

Drinking Distilled Spirits, Beer, Coolers, Wine and Other Alcoholic Beverages May Increase Cancer risk, and During Pregnancy, Can Cause Birth Defects.

It is also recommended that as an event organizer you post a sign that states:

I.D. Required for anyone Under 30 Years of Age

HELPFUL TIPS TO ORGANIZE A SAFE AND SUCCESSFUL EVENT

■ Sales of beer or wine must be under the control of your organization at all times. You are the responsible, *legally liable* party if problems arise because of the improper conduct of your beverage servers.

■ The legal drinking age is 21. You should require bona fide identification from anyone who appears under 30. Proper identification must be issued by a governmental agency with the name, date of birth, a physical description and a photograph of the person presenting the identification.

■ Do not sell, furnish or give beer or wine to anyone who is obviously intoxicated.

■ Identify non-drinking designated drivers and offer them free non-alcoholic beverages. This can be done by providing colored wrist bands or other means of easy identification.

■ Limit sales or service of alcoholic beverages to two (2) drinks per person at any one time.

■ Provide food at your special event.

■ Prohibit anyone from bringing their own alcoholic beverages to your event.

■ Provide adequate security at your event, especially if it is open to the public.



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THE CITY OF SAN DIEGO



OFFICE OF SPECIAL EVENTS

